

Request for Quote (RFQ) Form

Fillable template. Complete the fields, attach specs, and send to your supplier. Fields marked * are needed for an accurate quote.

1. Buyer information

Company name *	Contact name *
Job title	Email *
Phone	Ship-to location (city, state/country, ZIP) *

2. Request details

RFQ date	Quote needed by *	Required delivery date	Your RFQ / PO reference
One-time or recurring? (e.g. monthly)		Preferred shipping / Incoterms / payment terms	

3. Line items

#	Part / SKU number	Description and key specs	Material / grade	Qty	UoM	Target price
1						
2						
3						
4						
5						
6						
7						
8						

More than 8 lines? Attach a spreadsheet or BOM and note it in section 5.

4. Product-specific requirements

Tick the product type so the supplier knows which specs matter. Adapt this block per product line.

Packaging (bottles, jars, closures)	Fasteners / hardware	Machined or fabricated parts
Chemicals / raw materials	Lab or medical supplies	Electrical / MRO
Other		

Critical specs (e.g. bottle capacity, neck finish, color, tolerance, thread size, finish, purity, certifications)

Request for Quote (RFQ) Form

ChatSKU

Page 2: attachments, compliance, and supplier response.

5. Attachments included

Drawings / CAD files

Bill of materials (BOM)

Spec sheet / datasheet

Photos or samples

Line-item spreadsheet

Other

6. Quality, compliance and packaging

Required certifications (ISO 9001, FDA, RoHS, REACH, etc.)

Inspection / testing / documentation (CoC, CoA, PPAP)

Packing, labeling and palletizing requirements

7. Decision context (helps prioritize your quote)

Budget range (optional)

Decision date

Quotes requested from (number of suppliers)

Samples required before order

Open to equivalent / alternate parts

Call me to discuss

Additional notes or questions

8. Supplier response (completed by supplier)

Quote number

Quote valid until

Lead time

MOQ

Total quoted price

Freight / delivery terms

Sales rep

Supplier notes, exceptions or substitutions

Suppliers: tired of half-filled RFQ forms?

ChatSKU answers buyer product questions from your catalog and captures product, quantity, timeline and contact during the conversation, so every quote request arrives complete. See it live at chatsku.com/demos/